

3 November 1954

PROCESSING AND RECORDS DIVISION MEMORANDUM NO. 25

SUBJECT: Longevity Step Increases

The following instructions cover the granting of Longevity Step Increases to employees compensated on a per annum basis in the CFC and GS Schedules up to and including Grade GS-15.

1. Position Control Section will tab all service record cards (SF-7) of employees presently at the maximum salary rate of their present scheduled grades or when an employee reaches his maximum salary rate as follows:

- a. At the lower left of the SF-7 insert a blank green signal to signify the employee is at the top of the grade.
- b. To the left of green tab insert one of the following:
 - 1) Blue numbered tab - to reflect 1954 pay period in which LSI is due.
 - 2) Green numbered tab - to reflect 1955 pay period in which LSI is due.
 - 3) Yellow numbered tab - to reflect 1956 pay period in which LSI is due.

2. Longevity Step Increases will be handled in the same manner as Periodic Step Increases are presently handled with the following exceptions:

a. On transmittal lists of employees due PSI's or LSI's indicate after name of employee, "Longevity Step Increase".

b. In the preparation of Payroll Change Slip, Form 1126, add in Remarks, Item 10, "Employee has served an aggregate of 10 years in present, equivalent, or higher grade and at the top of present grade, equivalent, or higher since (date). This is the (first or second) longevity step increase."

c. Mark box titled "Other Step Increase", and in space available type, "Longevity".

3. If the information on which to base the determination of eligibility for a LSI is not available in the records, Position Control Section will request the information from the appropriate Government agency.

25X1A